

MIS & IT In-charge**Job Description / Responsibility**

As MIS & IT In-charge the incumbent will be responsible to the Chief Executive Officer (CEO) for the entire MIS, HRIS and IT functions of Ibrahim Cardiac Hospital and will provide up-to-date information to supervisor as a report. He/she will deal with Software and Website developer who are working with Ibrahim Cardiac Hospital, Planning & Implementing Local Area Network (LAN), arranging training program for software users, pertinent with all printing products and communication media. He/She will also plan, organize, implement and maintain the entire HRIS, IT and related ongoing and future programs/projects. The incumbent will also control internet usage and will do closely monitoring the ISP activities, IT security measures, planning, installing & maintaining CCTV camera project, responsible for quarterly publishing Ibrahim Cardiac journal, configuration & maintenance of web, proxy and mail server.

Job Nature

Full-time

Educational Requirements

- 1. B.Sc/M.Sc in Computer Science Engineering (CSE)/Software Engineering/ Computer Science. M. Sc may be preferred.
- 2. Should have experience in the following areas: System Analysis, IT System Management, Networking, MIS, Database Administration.
- 3. Good knowledge of business English, office practices and procedures with excellent communication skills.
- 4. At least 6 years related experience out of which 02 years as In-charge of MIS & IT may be given preference.
- 5. Experience in Photoshop and Illustrator will be considered as added advantage of the candidate.

Experience Requirements

- At least 6 year(s)

Job Requirements

- Age At least 21 year(s)
- 1. Responsible for the total MIS, HRIS and IT functions of Ibrahim Cardiac (existing and future).
- 2. Responsible for supervision of in-house and out sourcing people involved under MIS & IT section and over all maintaining, operating and supervision of MIS & IT sector.
- 3. Report to CEO about all IT activities.
- 4. Prepare various Reports and Presentations for top level Management.
- 5. Design and debug the Hospital Information System software developed in Oracle under difference modules including Finance, Billing, Fixed Asset, Inventory, Stores, Laboratory and different functions of hospital.

JOB OPPORTUNITY

Wednesday, 13 September 2017 09:57 -

- 6. Control internet usage and do closely monitoring the ISP activities for uninterrupted service.
- 7. Web, Proxy and Mail Server configuration and maintenance using Redhat Linux Enterprise 5.0
- 8. Plan, Design, implement and maintain LAN and other IT platforms.
- 9. Network Administration using latest & suitable version. Windows, Advance Server, Redhat Linux Enterprise and Microtik Router OS
- 10. Design and debug the Web Page of Ibrahim Cardiac
- 11. Planning, installing and maintaining CCTV Camera and security measure.
- 12. Responsible for printing products and communication media.
- 13. Responsible for publishing Annual Performance Report of Ibrahim Cardiac.
- 14. Ensure strong security of all kinds of data, network access and backup systems.
- 15. Closely work with different departments to know about their work procedure and provide MIS & IT support as and when needed according to policy/guide line.
- 16. Identify problematic areas and implement strategic solutions in time.
- 17. Provide end-user training and support as and when needed.
- 18. Carry out other responsibilities assigned by the management time to time.
- Skills/Abilities:
 - 1. Undertake complex application development process.
 - 2. Abreast with local ICT development and ready to implement that.
 - 3. Utilization of SMS and email facilities in various applicants.
 - 4. Proven record of application system analysis, design and development.
 - 5. Experiences in web-based application development.
 - 6. Ability to utilize Smartphone based application development.

Job Location

Dhaka

Salary Range

Negotiable

Other Benefits

As per organizational rules

Apply Instruction All interested candidates are requested to apply in prescribed form (available in Help Desk of Ibrahim Cardiac on payment of Tk. 300/- (Three hundred only) with two recent passport size color photographs and attested copies of all academic, experience, citizenship/national ID and other certificates should reach to the Manager, HR, Ibrahim Cardiac at 5th floor by 21 September, 2017 within office time (8.00 a.m. to 4.00 p.m.). Attractive salary is offered to suitable candidates. The employees of any institution of Diabetic Association of Bangladesh (BADAS) have to apply (in application form of Ibrahim Cardiac) through proper channel. The name of the position must be mentioned on top of the envelope. Only short listed

candidates will be contacted for written test/interview, the candidates who will be invited for interview should produce all original certificates to the interview board and thereafter only successful candidates will be informed.

his/her

Applicant must enclose

Photograph with CV.

Application Deadline : **Sep 21, 2017**

Resident - Cardiac Surgery

Job Description / Responsibility

- Responsible for providing care to the patients admitted at Cardiac Surgery Department. Should be under direct guidance of the Head of Department/ Senior Consultants/ Consultants and work in close harmony and supervision of the Junior Consultants/ Senior Registrars/ Registrars in managing patients at spheres of Cardiac Surgery Department. The incumbent should have to attend duties at night as well day time rosters, participate in academic activities and tasks should be performed delegated by seniors.

- Receiving the patients in wards/ cabins
- Attend and prepare patients for surgery
- Looking after post surgical patients in ward, cabins, ICU & Step down ICU
- Assisting in O.T
- Duties on call as per roster
- Attend OPD/ indoor patients/Ward & Cabins
- Works and manages patients with utmost care and diligence
- Attend OPD regular as directed by Head of the Department/ Seniors.
- Participate actively in the CME programs arranged by the hospital.
- Develop excellent interpersonal skills and reports with all peers' involved-all doctors, patients and nursing staffs.
- Participate in academic activities.
- Carry out tasks assigned by his/ her seniors / competent authority.
- Punctuality in attendance.
- Attendance to patients and briefing of seniors on patient condition.
- Participation at CME meeting.
- Enhancing clinical and non - invasive knowledge and skills.
- Record of prompt and timely attendance to patients.

Job Nature

Full-time

Educational Requirements

MBBS from BMDC recognized institutions with one year internship completed.

Job Requirements

Having 1 year experience in general Surgery/ Cardiac Surgery/ Cardiology will be preferred.

Job Location

Dhaka

Salary Range

Tk. 31000

Other Benefits

- As per organization's rules.
- 06 months training is recognized by BCPS

Apply Instruction All interested candidates are requested to apply in prescribed form (available in Help Desk of Ibrahim Cardiac on payment of Tk. 300/- only) with two recent passport size photographs and attested copies of all academic, experience, citizenship and other certificates should reach to: The Manager, HR of Ibrahim Cardiac at 5th floor by 21 September, 2017. Attractive salary is offered to suitable candidates. The employees of any Institution of Diabetic Association of Bangladesh (BADAS) have to apply (in application form of Ibrahim Cardiac) through proper channel. The name of the position must be mentioned on top of the envelope. Only short listed candidates will be contacted for written test/interview, the candidates who will be invited for interview should produce all original certificates to the interview board and thereafter only successful candidates will be informed.

**Applicant must enclose his/her
Photograph
with CV.**

Application Deadline : **Sep 21, 2017**

Resident, Hepato-Biliary-Pancreatic Surgery**Job Description / Responsibility**

Responsible for providing care to the patients admitted at Hepato-Biliary-Pancreatic Surgery unit. Should be under direct guidance of the Head of Department / Senior Consultants/ Consultants and work in close harmony and supervision of the Junior Consultants/ Senior Registrars / Registrars in managing patients at spheres of Hepato-Biliary-Pancreatic Surgery unit. The incumbent should have to attend duties at night as well day time rosters, participate in academic activities and tasks should be performed delegated by seniors.

Job Nature

Full-time

Educational Requirements

- MBBS from BMDC recognized institutions with one year internship completed.
- Having 01 year experience in Hepato-Biliary-Pancreatic Surgery /General Surgery will be preferred.

Job Requirements

- Receiving the patients in wards/cabins
- Attend and prepare patients for surgery
- Looking after post surgical patients in ward, cabins, ICU & Step down ICU
- Assisting in Hepato-Biliary-Pancreatic Surgery
- Duties on call as per roster
- Attend OPD/indoor patients/Ward & Cabins
- Works and manages patients with utmost care and diligence
- Attend OPD regular as directed by Head of the Department/ seniors.
- Participate actively in the CME programs arranged by the hospital.
- Develop excellent interpersonal skills and rapport with all peers' involved-all doctors, patients and nursing staffs.
- Participate in academic activities.
- Carry out tasks assigned by his / her seniors / competent authority.

Job Location

Dhaka

Salary Range

Tk. 31000

Other Benefits

As per organization's rules.

Apply Instruction All interested candidates are requested to apply in prescribed form (available in Help Desk of Ibrahim Cardiac on payment of Tk. 300/- only) with two recent passport size photographs and attested copies of all academic, experience, citizenship and other certificates should reach to: The Manager, HR, Ibrahim Cardiac at 5th floor by 21 September, 2017. Attractive salary is offered to suitable candidates. The employees of any Institution of Diabetic Association of Bangladesh (BADAS) have to apply (in application form of Ibrahim Cardiac) through proper channel. The name of the position must be mentioned on top of the envelope. Only short listed candidates will be contacted for interview, The candidates who will be invited for interview should produce all original certificates to the interview board and thereafter only successful candidates will be informed.

Applicant

must enclose his/her

Photograph

with CV.

Application Deadline : **Sep 21, 2017 Nursing Aid**

Job Description / Responsibility

- Responsible for providing care to the OPD including assisting patients investigation / check -up like ETT/ECHO/ECG etc. The incumbent will be under direct guidance of Head of the Department, nursing services and work in close harmony and Supervision of the supervisor. Duties will involve working in General shifts and/or as per roster approved by the Nursing Manager.

- He/she will be responsible for assessing patient's needs of personal hygiene, scheduling appointments, ordering and administering medication as prescribed and attends to all other needs of the patient.

Job Nature

Full-time

Educational Requirements

- SSC pass.
- Nursing Training/ Certificate Course on Nursing from any reputed institute.
- 01 year service experience in reputed hospital. Experience in Cardiac Hospital may be preferred.

Experience Requirements

- At least 1 year(s)

Job Requirements

- Age At most 30 year(s)

JOB OPPORTUNITY

Wednesday, 13 September 2017 09:57 -

- Attend promptly to the patient in.
- Assisting patient's investigation / check -up like ETT/ECHO/ECG etc.
- Develop excellent interpersonal skills
- Attend duties on time following the approval roster or General shift
- Each & every shift must hand over properly.
- Participate in academic activities.

Job Location

Dhaka

Salary Range

Tk. 12000

Other Benefits

As per organizational rules

Apply Instruction

All interested candidates are requested to apply in prescribed form (available in Help Desk of Ibrahim Cardiac on payment of Tk. 200/- only) with two recent passport size color photographs and attested copies of all academic, experience, citizenship/national ID and other certificates should reach to the Manager, HR, Ibrahim Cardiac at 5th floor by 21 September, 2017 within office time (8.00 a.m. to 4.00 p.m.). Attractive salary is offered to suitable candidates. The employees of any institution of Diabetic Association of Bangladesh (BADAS) have to apply (in application form of Ibrahim Cardiac) through proper channel. The name of the position must be mentioned on top of the envelope. Only short listed candidates will be contacted for written test/interview, the candidates who will be invited for interview should produce all original certificates to the interview board and thereafter only successful candidates will be informed.

Applicant must enclose his/her Photograph with CV.

Application Deadline : Sep 21, 201